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		14 May 1984
		Weekly Report
	<u>Di</u>	irectorate of Administration
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		The Office of Training and Education lost two Career Trainees (CTs) during the last
		week. One Operations Officer realized that he had chosen the wrong career. The other CT had emergency gall bladder surgery on 5 May. The first experimental running of the DDA Career Trainee Development Course was held on 4 May, with the participation of Career Trainees and approximately 20 \$\infty\$
	_	The first experimental running of the DDA Career Trainee Development Course was
X 1		consultants from each of the DA offices. was an exercise to teach
	_	The Honorable William Webster, Director, FBI, will be the special guest of the
< 1	ſ	Intelligence Community Legal Conference 16-18 May.
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		Quality of Life program: Soil-resistant nylon carpeting was installed in the Office of Medical Services' main corridors and the reception/waiting room. The running track in
		the basement E corridor was replaced. The floor in the locker and exercise rooms are next.
X 1	_	The has agreed with the general concept of parking controls at the
		Key Building.
	_	On Saturday, 5 May, representatives from the Logistics Services Division, OL renumbered 279 spaces in the South Parking Lot and marked 43 new parking spaces on
	ſ	the roadway to Route 123 on the Headquarters compound. This will be dangerous
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 Planning for the President's visit to break ground for our new building continues apace; in addition to meeting with White House advance men, who fortunately were involved in the President's last visit here, arrangements have been made for band and honor guard from all the services.

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Upcoming Calendar

- 16 May Breakfast with SSCI Members: Moynihan, Garn, Chafee & Wallop (DCI and DDCI)
- 16 May SSCI Hearing on Narcotics Trafficking (DDCI)
- 17 May Meeting with Assistant to the President for National Security Affairs (DCI)
- 18 May Breakfast with Secretary of Defense (DCI & DDCI)
 - Lunch with Secretary of State (DCI & DDCI)

DDA 84-0046/18 11 May 1984

MEMORANDUM	FOR:	Director	of	Central	Intelligence
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Items/events of interest:

FROM:

Harry E. Fitzwater

Deputy Director for Administration

SUBJECT:

2.

Weekly Report for Period Ending 11 May 1984

Progress reports on tasks assigned by the DCI/DDCI:

The DCI was provided with supporting material on Employee Health and Safety and Federal Civilian Employment items affecting CIA for the Cabinet meeting on 10 May 1984.

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	SUBJECT: Weekly Report for Period Ending 11 May 1984
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	f. Career Trainee Activity:
	(1) The Office of Training and Education lost two Career Trainees (CTs) during the last week one permanently and one temporarily. The permanent departure was that of an intended Operations Officer (April 1984 class) who realized early that he had chosen the wrong career; this resignation was amicable. The temporary departure is the result of emergency gall bladder surgery on 5 May. It will not be a problem to reschedule this student's training.
	(2) An Extended Interim DO trainee from the October 1983 class will be advised within the next week that he must leave the Program. Despite considerable effort on the part of the two DO area divisions, it has proved impossible to keep this trainee afloat professionally.
	(3) The first experimental running of the Directorate of Administration exercise in the Career Trainee Development Course was held on 4 May, with the participation of
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25X1 25X1	g. The Honorable William Webster, Director, FBI, will be the special guest of the Intelligence Community Legal Conference scheduled 16 - 18 May. Judge

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	<u> </u>
	a DIA member of the Consolidated
	CARR Project Office's System Development Division, has been
	submitted for consideration as a nominee for the outstanding
	blind in both eyes and joined the SAFE Project last year. His blindness has not prevented him in any way from performing in a
	outstanding manner.
	of the installation of SAFE terminal
	in the Directorate of Intelligence for the remainder of FY 84 h
	been completed. The Office of Communications is currently
	completing the backlog of terminal installations in
	Headquarters. An estimated 60 terminals are planned for installation by 15 June. The continued installation rate of 25
	terminals per month for the remainder of FY 84 looks good.
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L	m. Further progress has been made in improving the
	• outliber of rife program Soil-resistant nvion Calpeti
	The state of the office of Medical Services main continuous
	and the reception/waiting room. In addition, we have completed the replacement of the running track in the basement E corridor the replacement of the running track in the basement E corridor
	and are working on the floor in the locker and exercise rooms.
	n. k has agreed with the general
,	concept of the parking controls at the Key Building and no physical barriers will be implemented on the perimeter roadway
	physical balliels will be implement will have transient
	which surrounds the building. will have transient representatives expressed some

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	SUBJECT: Weekly Report for Period Ending 11 May 1984
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	o. On Saturday, 5 May, representatives from the Logistics Services Division, OL renumbered 279 spaces in the South Parking Lot and marked 43 new parking spaces on the roadway to Route 123 on the Headquarters compound. Although presently concentrating on the least legible of the reserved, medical, and carpool spaces, eventually all spaces in the North and South lots will be renumbered.
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	3. Significant activities anticipated during the coming week:
	 Significant activities anticipated during the coming week: None.
25X1	none.
· .	Harry E. Fitzwater